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11 September 1990

MEMORANDUM FOR: Director, Office of General Administration

VIA: Career Management Officer, DDA

25X1 FROM: [REDACTED]  
Chief, Africa Division, Support Staff

SUBJECT: Mission and Functional Role of the Recently  
25X1 Created Office of General Administration  
[REDACTED]

1. In order to define the functional role of the new office, it is probably best that we revisit the issue of our overall mission; validate that process through the EXCOM and then publish the mission statement using HR's, FR's, FN's, HN's and other forums to achieve maximum distribution and marketing.

2. For the sake of argument, let's define the mission to say that: "The Office of General Administration is responsible for providing general administrative support to the Central Intelligence Agency and, with prior DDCI approval, to other select Intelligence Community Agencies or activities. However, the primary focus of the office will be placed on administrative support to clandestine operations in the domestic and foreign fields".

3. If the above mission statement is acceptable and, can be validated via the EXCOM, then we can begin to focus our attention on functional responsibilities and delineate a course of action. This mission statement, as I see it, demands that the activities and functional responsibilities of some offices be reviewed and a determination made as to whether those activities should be moved from their current directorate and placed under the purview of the Director, Office of General Administration (OGA). Further, the office will need to develop a separate operational budget to administer these new activities and to fulfill the goals and objectives established by the D/OGA. This process will not be easy and will require the commitment of the EXCOM and senior Agency management to make it happen.

4. To digress for a moment, what are some of the functions being performed in other directorates that could be enhanced if placed under the purview and management of OGA? Are there

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activities being performed by MG'ers that should be reviewed and validated as essential and necessary functional responsibilities that fall within the purview of the mission statement. At a glance, lets look at a few suggestions:

- a. Central Cover Staff
- b. Central Travel Services
- c. Payroll Operations

d. How about the Office of Security's Construction Management Branch. What's wrong with creating a consolidated office in OGA that plans and implements any construction project dealing with operational support? One office that works with the division and defines the nature of the project; initiates the architectural plans; coordinates with FBO or the Military; coordinates ADP requirements; procures the material, ships it to post and manages the project until beneficial occupancy can be achieved.

e. What about the Ops Support Assistants/Officers within the DDO? Should they be apart of OGA?

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h. Could PCS or some of its functions provide a better overall service to the Agency if placed under the purview of OGA versus the DO?

i. How about a central office in OGA that the Pentagon's Joint Focal Staff could contact and coordinate activities?

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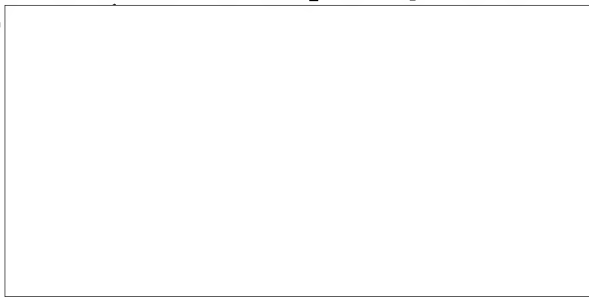
k. Should the Department of State assign a senior officer to OGA? Likewise, should OGA assign a senior officer to State?

5. Obviously, there are a lot of activities in other directorates that could be moved with the end result being better overall support to the Agency. Should this happen, then how do we handle the issue of the traditional "MG" career service? Do we develop a dual track career system such as the "FSO/FSS" and "GS" systems at the Department of State. Would some officers be placed in a career track geared to overseas service only? Would there be others in the career service that would never serve overseas?

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6. These are just a few ideas that may help in the coming weeks. Please let me know if there is anything further that I can contribute in the process

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DO/C/AF/SS

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